

SITE SET-UP AND WELFARE CHECKLIST

CHECKLIST — SITE SET-UP

Before the first operative starts, and whenever the site changes

KD-INS-SU-011 Rev A0

CDM 2015 Schedule 2 sets the minimum welfare — sanitary conveniences, washing facilities, drinking water, changing rooms and lockers, rest facilities — that must be in place from the start of the construction phase; reg 13(4) makes the principal contractor responsible for them. This checklist is completed before work starts and repeated after any change to the site layout.

1 SITE

PROJECT / SITE REF	SITE	WEEK COMMENCING / PERIOD	COMPLETED BY

2 WELFARE — CDM 2015 SCHEDULE 2

- Sanitary conveniences: adequate number, ventilated, lit, clean, separate for men and women or lockable from inside
- Washing facilities: hot and cold (or warm) running water, soap, towels or dryers, next to the toilets and changing area
- Drinking water: readily accessible, marked, with cups unless a fountain
- Changing rooms and lockers where special clothing is worn; drying facilities for wet clothing
- Rest facilities: tables, seating with backs, means to boil water and prepare food, heated, non-smoking
- Welfare available from the first day of the construction phase, not the first week

3 SITE SET-UP

- Boundary secure to keep the public out — hoarding or fencing to the site's risk; gates lockable; out-of-hours security
- Statutory notices displayed: F10 where notifiable, H&S law poster, insurance certificate, site rules, emergency numbers
- Induction arrangements: induction record, site rules, competence cards checked, visitors' procedure
- First aid: assessment done, kit(s), first aiders named and displayed, accident book
- Fire: fire plan, extinguishers, alarm, assembly point, escape routes (KD-INS-FS-009 weekly from now)
- Traffic: site entrance, delivery area, pedestrian routes, signage, speed limit, banksman arrangements (KD-INS-TM-012)
- Temporary electrics installed and certified by a competent person; 110 V for tools (KD-INS-TE-008)
- Services: incoming services located and marked; asbestos register obtained for existing buildings; ground conditions known
- Storage: materials, fuel (bunded), COSHH store, gas cylinders, waste segregation and skips
- Emergency procedures: rescue from height and confined spaces where relevant, spillage, nearest A&E, procedures displayed
- Neighbours and public: notification, working hours, protection from falling materials, dust and noise controls
- Construction phase plan on site and current; permits system set up; registers started (this suite)

4 ITEMS NOT YET IN PLACE

ITEM	ACTION	OWNER	BY WHEN

5 SIGNATURES

Completed by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Site manager — site ready to start:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.